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# Genesys Rules Authoring Tool Help

Copying Business Calendar

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You can copy a business calendar and paste that copy in either the same, or a different, rule package. Follow these steps to copy a business calendar:

1. Navigate to the rule package to which the business calendar belongs in the Explorer Tree (verify that you have selected the correct Tenant from the **Tenant** drop-down list). Select **Business Calendars** under the rule package in the Explorer Tree.
2. Locate the business calendar in the list and click **Copy Calendar**.
3. If you want the copy to be in the same rule package, click **Paste Calendar**. Enter a name for the new business calendar.
4. If you want the copy to be in a different rule package, locate that rule package in the explorer tree, and select **Business Calendars** under that rule package. Click **Paste Calendar**. Enter a name for the new business calendar.
5. Update the information as needed. Click **Save**. Refer to **Creating Business Calendars** for information about the various fields and configuring business calendar rules.